

# Torpedoman's Mate (TM)

April 2021





## United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



### The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

# CAREER ROADMAP

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## Fireman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Torpedoman's Mate community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

## What is a Career Roadmap for Torpedoman's Mate?

Torpedoman's Mate roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Fireman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

## What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

## Do Sailors have to follow the Roadmap?

Yes. The Torpedoman's Mate roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Basic Enlisted Submarine School (BESS), Torpedoman Mate School at NAVAL SUBMARINE SCHOOL, Groton, CT, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

## Notes:

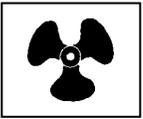


**TM CAREER PATH  
(SS)**



Torpedoman's Mate (TM). TMs receive extensive training in the operation and maintenance of hydraulic systems, hoists and cylinders, pressurized air systems and submarine weapons and weapons delivery systems. Responsible for the operation, routine care and repair of submarine weapons systems. These mechanical specialists are vital elements in the combat survivability of the submarine.

<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO ADVANCE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/ShORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
26-30	CMDCM TMCM	22.4 Yrs	FORCM, CSEL, COB/CMC Program	36	4 <sup>th</sup> Shore Tour Billet: CSEL Duty: TYCOM/GRP/SQD/NSSC/ NPC/BUPERS
23-26	CMDCM TMCM TMCS	22.4 Yrs 16.8	FORCM, CSEL, COB/CMC Program	36	4 <sup>th</sup> Sea Tour Billet: 3MC/COB Duty: Submarine/Surface Ship Qualification: DOOW/Pilot/COW/ DCPO
20-23	TMCM TMCS TMC	22.4 Yrs 16.8 12.5	CSEL, COB/CMC Program, ECM	36	3 <sup>rd</sup> Shore Tour Billet: Staff/CRE/Instructor Duty: TYCOM/GRP/SQD/ NSSC/School House/NPC/BUPERS Qualification: MTS
16-20	TMCS TMC TM1	16.8 Yrs 12.5 8.2	CSEL, COB, LDO, CWO, OCS, MECP,	36	3 <sup>rd</sup> Sea Tour Billet: LCPO/3MC/LPO Duty: Submarine/Submarine Tender Qualification: DOOW/Pilot/DCPO
12-16	TMCS TMC TM1	16.8 Yrs 12.5 8.5		36	2 <sup>nd</sup> Shore Tour Billet: IMF/FMA/Instructor/ RDC/CRE Team Duty: RTC/TYCOM/GRP/SQD/ NSSC/ School House Qualification: MTS
8-12	TMC TM1 TM2	12.5 Yrs 8.5 3.9		48	2 <sup>nd</sup> Sea Tour Billet: LPO/LCPO Duty: Submarine/Submarine Tender Qualification: DOOW/Pilot/COW/ DCPO/QASO/BDW
4-8	TM1 TM2 TM3	8.5 Yrs 3.9 1.3	STA-21, OCS, MECP	36	1 <sup>st</sup> Shore Tour Billet: FMA/IMA/FMA/IMA/ Instructor/Recruiter/RDC Duty: RTC/NSSC/School House/PMT Qualification: MTS/QAI
1-4	TM2 TM3	3.9 Yrs 1.3	Naval Academy, NROTC	51	1 <sup>st</sup> Sea Tour Billet: System Operator Duty: Submarine Qualification: Submarine Warfare/Helm/Planesman/BDW/ POOD/Weapons Handling Team Leader/QAI
1+/-	TM3 TMFN TMFA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command



## TM CAREER PATH (SS)



### Notes:

1. "A" School is required
2. In addition to the above career path, a TM is advanced due to their proven leadership, performance and qualifications.
3. Personnel in a designator 8 status are disqualified from Submarine service, are not eligible for advancement, and are not to be reassigned to Submarines without prior approval of NAVPERSCOM.
4. Rating name change was approved and implemented in FY19 from MMW to TM.

### Consideration for advancement from E6 to E7

- FULLY QUALIFIED if they have served as a LPO for greater than 12 months and have the following qualifications: TMOW, Team Leader, QAI.
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified COW (688/SSBN/SSGN) or Duty Chief Petty Officer (VACL) AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard. The following qualification equivalents are to be used for Sailors serving at the identified Special Project:

#### Detachment UR&D:

Fully QUALIFIED if they have served as a LPO AND are qualified either STBD Tethered Management System (TMS), OR ROV Pilot, OR Port Payload (PPHL), or Mission Navigation Watch, OR EES1 Technician.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either Mission Duty Chief (MMP DCPO) or COW/DCPO as stated above.

#### Detachment TRITON:

FULLY QUALIFIED if they have served as a LPO AND are qualified Mission Watch Supervisor (MWS).

BEST QUALIFIED if they meet the FULLY QUALIFIED standard and are qualified Mission Control Officer (MCO) or COW/DCPO as stated above.

#### Detachment POSEIDON:

FULLY QUALIFIED if they have served as a LPO AND are qualified Mission Watch Supervisor (formerly Projects Watch Supervisor (PWS)).

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either MCO or COW/DCPO as stated above.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO or LCPO.

### Consideration for advancement from E7 to E8

- FULLY QUALIFIED if they have served as a LCPO for 12 months and are qualified QA/SO, COW (688/SSBN/SSGN) or Duty Chief Petty Officer (VACL).



## TM CAREER PATH (SS)



- **BEST QUALIFIED** if they meet the **FULLY QUALIFIED** standard **AND** are qualified **DOOW** (688/SSBN/SSGN) or **PILOT** (VACL) **AND** have a history of sustained superior performance defined as a majority of their Individual Trait Averages **ABOVE RSCA**.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board **MUST** carefully weigh their achievements and demonstrated leadership when determining if they are **BEST QUALIFIED** since it is understood they might not have had the opportunity to meet the qualification standard. The following qualification equivalents are to be used for Sailors serving at the identified Special Project:

Detachment **UR&D**:

Fully **QUALIFIED** if they have served as a **LCPO**.

**BEST QUALIFIED** if they meet the **FULLY QUALIFIED** standard **AND** are qualified **Mission Duty Chief** (**MMP DCPO**), **Mission Watch Supervisor**, and **Research Duty Officer** or **DOOW/PILOT** as stated above.

Detachment **TRITON**:

**FULLY QUALIFIED** if they have served as a **Cadre LCPO**.

**BEST QUALIFIED** if they meet the **FULLY QUALIFIED** standard and are qualified **Mission Control Officer** (**MCO**) or **DOOW/PILOT** as stated above.

Detachment **POSEIDON**:

**FULLY QUALIFIED** if they have served as **Cadre LCPO**.

**BEST QUALIFIED** if they meet the **FULLY QUALIFIED** standard **AND** are qualified either **MCO** or **DOOW/PILOT** as stated above.

For candidates who have converted into the submarine force, the board **MUST** consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are **BEST QUALIFIED** since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a **3MC** for greater than 12 months, have met the standard for having served as a **LPO** or **LCPO**.

### **Consideration for advancement from E8 to E9**

- **FULLY QUALIFIED** if they have served as a **LCPO** for 12 months and are qualified **DOOW** (688/SSBN/SSGN) or **PILOT** (VACL).
- **BEST QUALIFIED** if they meet the **FULLY QUALIFIED** standard **AND** are qualified **Chief of the Boat** **AND** have a history of sustained superior performance defined as a majority of their Individual Trait Averages **ABOVE RSCA**.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board **MUST** carefully weigh their achievements and demonstrated leadership when determining if they are **BEST QUALIFIED** since it is understood they might not have had the opportunity to meet the qualification standard.

For candidates who have converted into the submarine force, the board **MUST** consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are **BEST QUALIFIED** since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a **3MC** for greater than 12 months, have met the standard for having served as a **LPO** or **LCPO**.



**TM CAREER PATH (SS)  
SELECTED RESERVE (SELRES)**



Torpedomen Mate Non-Nuclear, Submarine Weapons receive extensive training in the operation and maintenance of hydraulic systems, hoists and cylinders, pressurized air systems, and submarine weapons and weapons delivery systems. Responsible for the operation, routine care and repair of submarine weapons systems. These mechanical specialists are vital elements in the combat survivability of the submarine. TM's will typically be billeted in either the Undersea Warfare Operations (UWO) Competency or the Expeditionary Maintenance (EM) Competency of the Submarine Force Reserve Component (SFRC).					
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
26-30	TMCM	22.4 Yrs	CMDCM	N/A	- CMDCM - CSEL Duty: TYCOM/GRP/SQD/NSSC/ BUPERS/NPC
23-26	TMCM TMCS	22.4 Yrs 12.5	CSEL, LDO, CWO, OCS, DIRCOM, CMC, CSC	N/A	- CMDCM - CMDCS - SFRC Competency SEL - SFRC Regional LCPO Duty: Submarine/Submarine Tender
20-23	TMCM TMCS TMC	22.4 Yrs 12.5 9.7	LDO, CWO, OCS, DIRCOM, CMC, CSC, CSEL	N/A	- CMDCM - CMDCS - SFRC Competency SEL - SFRC Regional LCPO - Unit SEL Duty: TYCOM/GRP/SQD/NSSC/ School House/BUPERS/NPC Qualifications: - Theater ASW Watch Officer - BCA Communication Watch Officer - 3M Coordinator - Senior Enlisted Academy
16-20	TMCS TMC TM1	12.5 Yrs 9.7 7.9	LDO, CWO, OCS, MECP, CSC, CSEL, DIRCOM	N/A	- SFRC Competency SEL - SFRC Regional LCPO - Unit SEL/LCPO Duty: Submarine/Submarine Tender Qualifications: - Theater ASW Watch Officer - BCA Communication Watch Officer - BCA Chief of the Watch - 3M Coordinator - Senior Enlisted Academy
12-16	TMCS TMC TM1	12.5Yrs 9.7 8.5	LDO, CWO, OCS, MECP, CSC, CSEL, DIRCOM	N/A	- Unit SEL/LCPO Duty: TYCOM/GRP/SQD/NSSC/ School House/RTC Qualifications: - Theater ASW Watch Officer - Theater ASW Watch Supervisor - 3M Coordinator - Broadcast Control Authority (BCA) Tech Control - BCA Chief of the Watch - Senior Enlisted Academy
8-12	TMC TM1 TM2	12.5 Yrs 8.5 3.9		N/A	- Unit LCPO - Unit LPO - Theater ASW Watch Supervisor - TASWA/Master Tactical Plotter - Database Manager



TM CAREER PATH (SS)  
SELECTED RESERVE (SELRES)



					- BCA Tech Control - BCA Chief of the Watch - Work Center Supervisor Duty: Submarine/Submarine Tender Qualification: DOOW/Pilot/COW/ DCPO/QASO/BDW
4-8	TM1 TM2 TM3	8.5 Yrs 4.4	STA-21, OCS, MECP	N/A	Billet: FMA/IMA/FMA/IMA/ Instructor/Recruiter/RDC Duty: RTC/School House/NSSC Qualification: MTS/QAI
1-4	TM2 TM3	4.4 Yrs 1.3	Naval Academy, NROTC	N/A	Billet: Operator/Mechanic Duty: Submarine Qualification: Submarine Warfare/Helm/Planesman/BDW/ POOD/Weapons Handling Team Leader/QAI
1+/-	TM3 TMFN TMFA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

Notes:

1. 1. "A" School is required
2. In addition to the above career path, a TM is advanced due to their proven leadership, performance, and qualifications.
3. Personnel in a designator 8 status are disqualified from Submarine service, are not eligible for advancement, and are not to be reassigned to Submarines without prior approval of NAVPERSCOM.
4. Prior to selection for E7, candidates should successfully complete an LPO tour for a minimum of 12 months and have leadership bullets indicating this in their evaluations.
5. Ratings NEC's:

Q33A - SSN/SSBN Weapons Equipment Technician

737B - SSN 719-783 Submarine Vertical Launch System Tube Maintenance Technician

6. Considerations for promotion from E7 to E8.
  - a. Prior to selection for E8, candidate should successfully complete a unit SEL tour for a minimum of 12 months.
  - b. AT/ADT/ADSW duties to a TYCOM, CTF, Submarine Group/Squadron, NSSC/NSSF, Intermediate Maintenance Facility/Activity (IMF/IMA), Special Projects, and instructor duty. Candidates should have leadership roles at their command.
  - c. While unable to be detailed to a NOSC Command Chief billet, some candidates may have periods of filling in for the NOSC Command Chief documented in their evaluation, which should be looked at favorably.
7. Consideration for promotion from E8 to E9.
  - a. Prior to selection for E9, candidate should successfully complete a Competency Regional LCPO tour for a minimum of 12 months.
  - b. AT/ADT/ADSW duties to a TYCOM, CTF, Submarine Group/Squadron, NSSC/NSSF, Intermediate Maintenance Facility/Activity (IMF/IMA), Special Projects, and instructor duty. Candidates should have leadership roles at their command.



TM CAREER PATH (SS)  
SELECTED RESERVE (SELRES)



- c. Candidates with NEC 9578 should be looked at favorably.
- 8. Acronyms:
  - a. NOSC – Navy Operational Support Command
  - b. TYCOM – Type Commander
  - c. NSSC/NSSF – Naval Submarine Support Command/Facility
  - d. AT – Annual Training
  - e. ADT – Active Duty for Training
  - f. ADSW – Active Duty for Special Work
  - g. BCA – Broadcast Control Authority
  - h. TASWWA – Theater Anti-Submarine Warfare Watch Assistant
  - i. TASWWS – Theater Anti-Submarine Warfare Watch Supervisor
  - j. TASWO – Theater Anti-Submarine Watch Officer



**OARS**  
OCCUPATIONAL ADVANCEMENT REQUIREMENT STANDARDS

## Torpedoman's Mate Occupational Advancement Requirement Standards (OARS) to E4 NAVEDTRA 44079

**NAME:** \_\_\_\_\_

These Occupational Advancement Requirement Standards (OARS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OARS is based on the Personnel Advancement Requirements (PARS) that were in place prior to 2000 and encompass the Occupational Standards (OCCSTDs) for the rating/paygrade.

Generally, each OARS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the candidate can perform the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OARS task element due to equipment configuration, mission, or operational status, a command may deem a physical demonstration portion not mandatory. However, commanding officers (CO) must be satisfied that the individual possesses the necessary knowledge, skills, and abilities (KSAs) and can properly demonstrate any OARS task at the E4 paygrade, at the current command or other future commands before final signature.

OARS is not designed to replace other qualification programs such as Personnel Qualification Standards (PQS). OARS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs. OARS is noncompetitive and no relative or absolute mark is assigned.

### ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Task Objective	** Supv Init	Date
Inspect Arms, Ammunition, and Explosives (AA&E)		
Inventory Arms, Ammunition, and Explosives (AA&E)		
Maintain magazines and lockers		
Maintain security force equipment		
Maintain small arms and crew served weapons		
Perform ammunition and countermeasure transfers		
Test Arms, Ammunition, and Explosives (AA&E)		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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#### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.  
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

### DAMAGE CONTROL

Task Objective	** Supv Init	Date
Combat torpedo room casualties		
Combat weapons casualties		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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**EXTERNAL LAUNCH SYSTEM MAINTENANCE AND OPERATIONS**

Task Objective	** Supv Init	Date
Maintain Vertical Launch Systems (VLS)/Virginia Payload Tube (VPT)		
Operate Vertical Launch Systems (VLS)/Virginia Payload Tube (VPT)		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

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**ORDNANCE MAINTENANCE AND OPERATIONS**

Task Objective	** Supv Init	Date
Conduct receipt or transfer inspections		
Handle submarine ordnance		
Launch submarine ordnance		
Maintain submarine launched ordnance		
Operate general purpose electronic test equipment		
Test Torpedo Tube Launched (TTL) tomahawk cruise missiles		
Test torpedoes		
Test Vertical Launch System (VLS)/Virginia Payload Tube (VPT) tomahawk cruise missiles		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

\_\_\_\_\_

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**QUALITY ASSURANCE**

Task Objective	** Supv Init	Date
Perform Quality Assurance (QA) testing		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

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**SIGNAL EJECTOR SYSTEM MAINTENANCE AND OPERATIONS**

Task Objective	** Supv Init	Date
Adjust countermeasure launcher systems		
Maintain countermeasure launcher systems		
Operate internal countermeasure launcher in all modes		
Test countermeasure launcher systems		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

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**PENALTY STATEMENT**

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## SUPPORT SYSTEMS MAINTENANCE AND OPERATIONS

Task Objective	** Supv Init	Date
Coordinate tube draining operations		
Inspect seals, gaskets, and O-rings		
Maintain air system components		
Maintain anchor systems		
Maintain hydraulic system components		
Maintain shipboard valves		
Operate air system components		
Operate anchor system		
Operate hydraulic system components		
Operate manually controlled valves		
Operate weapons monitoring equipment		
Replace seals, gaskets, and O-rings		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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## TECHNICAL ADMINISTRATION

Task Objective	** Supv Init	Date
Maintain weight test and calibration records		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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#### PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## TORPEDO TUBE SYSTEM MAINTENANCE AND OPERATIONS

Task Objective	** Supv Init	Date
Maintain weapons delivery systems		
Operate nitrogen systems		
Operate weapons delivery systems		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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#### PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

**WEAPONS HANDLING / SHIPPING SYSTEMS MAINTENANCE AND OPERATIONS**

<b>Task Objective</b>	<b>** Supv Init</b>	<b>Date</b>
Clean weapons handling systems		
Clean weapons shipping systems		
Maintain weapons handling systems		
Maintain weapons shipping systems		
Operate weapons handling systems		
Operate weapons shipping systems		
Perform rigging operations		
Perform weapons delivery system evolutions		
Perform weapons handling evolutions		
Perform weapons shipping evolutions		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

\_\_\_\_\_

**PENALTY STATEMENT**

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.  
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**COMMAND ENDORSEMENT**

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.  
Signature level at discretion of command.

**DIVISION OFFICER:**

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**DEPARTMENT LCPO:**

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**DEPARTMENT HEAD:**

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**COMMAND CAREER COUNSELOR:**

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**COMMAND MASTER CHIEF:**

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**COMMANDING OFFICER:**

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**PENALTY STATEMENT**

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.  
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

**Command Comments – Command Use Only:**

**Enlisted Community Manager Comments:**

Once an individual Sailor's Occupational Advancement Requirement Standards (OARS) have been completed and endorsed by the local Command, documentation of completed OARS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OARS completion as well as Command and Navy Advancement stakeholders ability to monitor the execution of OARS.



## Torpedoman's Mate Fireman Recruit to Fireman

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Enlisted Submarine School (BESS) <sup>1</sup>	Groton, CT	A-060-0011	47 days	
Torpedoman Block "0" (Q33A) <sup>1</sup>	Groton, CT	A-123-0300	64 days	
Torpedoman Journeyman Course <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI	A-123-0304	12 days	
SSN 688 and 774 BLK I/II Vertical Launch System Operation and Tube Maintenance (737B); SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0207	19 days	
SSN 688 and 774 BLK I/II Advanced Vertical Launch System Maintenance; SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0209	10 days	
SSN 774 Class Weapons Shipping, Handling, Stowage and Launch Combined Maintenance <sup>2</sup>	Groton, CT	A-123-0130	26 days	
Virginia Payload System Operations; SSN 784 Up <sup>2</sup>	Groton, CT / Pearl Harbor, HI / Norfolk, VA	A-123-0220	5 days	
Virginia Payload Tube Maintenance Course (782B); SSN 784 Up <sup>2</sup>	Groton, CT	A-123-0310	5 days	
Trident Defensive Weapons Ordnance Subsystem Operation and Maintenance; SSN 726-743 <sup>2</sup>	Bangor, WA / Kings Bay, GA	A-123-0178	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Shipboard Gauge Calibration Training <sup>2</sup>	Groton, CT / Norfolk, VA / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Kings Bay, GA / Bangor, WA	A-652-0510	5 days	
AS/SRF"B" <sup>1</sup>	Mayport, FL / Bangor, WA / Chesapeake, VA / Kings Bay, GA	A-830-0018	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Q33A - Torpedoman Block "0" <sup>1</sup>	Groton, CT	A-123-0300	64 days	
737B - SSN 688-783 Submarine Vertical Launch System Tube Maintenance Technician <sup>1</sup>	Pearl Harbor, HI / Groton, CT	A-123-0207	19 days	
782B - Virginia Payload Tube Maintenance Course <sup>2</sup>	Groton, CT	A-123-0310	5 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

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## **JOB DESCRIPTION**

Torpedoman's Mate (TM) prepares underwater ordnance for launching to include conducting post fire and post run routines. TM also performs organizational and intermediate level maintenance on test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance, to include hydraulic systems, air systems, and seawater systems associated with launching/firing systems. Additionally TM performs organizational maintenance on underwater ordnance, small arms, ammunition and anchoring systems.

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## **RECOMMENDED BILLET ASSIGNMENTS**

**SEA DUTY** onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton CT, Norfolk VA, Kings Bay GA, Bangor WA, San Diego CA, Pearl Harbor HI, and Agana Guam.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
Division Officer:		Phone Number:	
Leading Chief Petty Officer:		Phone Number:	
Leading Petty Officer:		Phone Number:	
Sponsor/Mentor:		Phone Number:	
Depart/Division Career Counselor:		Phone Number:	
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete:			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:  
6 Month: 12 Month: 18 Month:  
24 Month: 48 Month: 60 Month:  
Family Care Plan: Mil to Mil:  
Sailor 360: Special Program: Member Request:  
HYT 24 months (Date): HYT Waiver Date:  Approve  Disapprove  
C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:  
Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):  
Transfer: Separation: Career Status Bonus (election message received):  
Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications: (prior to submission, command endorsement):  
Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):  
Naval Academy: Naval Academy Preparatory School (NAPS):  
Officer Candidate School:

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date <small>(N/A if not required)</small>
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date <small>(N/A if not required)</small>
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date <small>(N/A if not required)</small>
<b>Shipwide</b>		
Topside Sentry		
Petty Officer of the Deck (POOD)		
Lookout		
Helmsman/Planesman (LA, Ohio, Seawolf class only)		
<b>Department</b>		
Torpedo Room Support		
<b>In-Rate</b>		
3" Launcher Operator		
Anchor Operator		
Torpedo Room Watch/Duty TM		
Small Arms Individual		
Countermeasures/Pyrotechnics Individual		
Heavyweight Torpedo Team Member/Individual		
TTL Team Member/Individual		
CLS Team Member/Individual		
<b>Other</b>		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
QA 301 Craftsman		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the TM-Torpedoman's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	International Fluid Power Society (IFPS)	Industrial Hydraulic Mechanic (IHM)	
E4	International Fluid Power Society (IFPS)	Mobile Hydraulic Mechanic (MHM)	
E6	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the TM-Torpedoman's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Computer Operator	
	Counselor (Professional & Kindred)	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the TM-Torpedoman's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Administrative Services Managers
Bus and Truck Mechanics and Diesel Engine Specialists
Control and Valve Installers and Repairers, Except Mechanical Door
Electrical and Electronic Engineering Technologists and Technicians
Engine and Other Machine Assemblers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Gas Compressor and Gas Pumping Station Operators
General and Operations Managers
Hazardous Materials Removal Workers
Helpers--Installation, Maintenance, and Repair Workers
Hoist and Winch Operators
Industrial Engineering Technologists and Technicians
Industrial Machinery Mechanics
Inspectors, Testers, Sorters, Samplers, and Weighers
Maintenance Workers, Machinery
Mechanical Engineers
Mobile Heavy Equipment Mechanics, Except Engines
Occupational Health and Safety Technicians
Power Plant Operators
Pump Operators, Except Wellhead Pumps
Security Guards
Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
Stationary Engineers and Boiler Operators
Training and Development Managers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0871 - Naval Architecture Series
4749 - Maintenance Mechanic
4850 - Bearing Reconditioning
5306 - Air Conditioning Equipment Mechanic
5350 - Production Machinery Mechanic
5402 - Boiler Plant Operating
5415 - Air Conditioning Equipment Operating
5419 - Stationary-Engine Operating
9945 - Refrigeration Engineer
9958 - Evaporator-Utilityman
9963 - Fireman
9964 - Fireman-Watertender

## STAY NAVY

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### **AC to AC and FTS to FTS - Continue Navy career on Active Duty.**

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### **RC to AC/FTS**

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### **RC to RC - Continue your Navy career as a Reservist.**

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### **AC/FTS to CIP**

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### **AC/FTS to Secretary of the Navy Tours with Industry**

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### **Canvasser Recruiter (CANREC)**

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterrecall/Pages/CANRECRrecall.aspx>.

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### **Career Waypoints-Reenlistment:**

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDCU within one year from separation from ACDCU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDCU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA <i>(verify account access)</i>	MNA <i>(extend in current field)</i>	MNA <i>(apply for billets)</i>	MNA <i>(apply for billets)</i>	Sign Eval
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) <i>Reserve Only</i>	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

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**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

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**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

**E1/E2/E3 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course <sup>5</sup>	Water front/ Flightline/ Various <sup>4</sup>	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) <sup>6</sup>	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

**E1/E2/E3 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Firefighting Techniques	SOBT	DODUSNSLCSOBT_ 96059	1 hour	
SS Paint & Preservation	SOBT	DODUSNSLCSOBT_ 05105	1 hour	
SS Self Contained Breathing Apparatus (SCBA)	SOBT	DODUSNSLCSOBT_ 04003	1 hour	

**E1/E2/E3 RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E1/E2/E3 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRF-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRF-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): [https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E1/E2/E3 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Safety Practices	Navy e-Learning	NIDA-93951101		
Submarine Hazardous material Inventory and Management Systems (SHIMS)	Navy e-Learning	CNET12723		
SS Craftsman Fundamentals	SOBT	DODUSNSLCSOBT_03158		
Hazardous Materials Safety Procedures	MNP	CNE-EPOC-WBS-02.12.01-02-00001		
Operational Machinery Safety	MNP	CNE-EPOC-WBS-02.14		
SS Lookout	SOBT	DODUSNSLCSOBT_95009	1 hour	
SS Drydock Safety	SOBT	DODUSNSLCSOBT_93035	1 hour	
SS Line Handling	SOBT	DODUSNSLCSOBT_03195	3 hours	
Introduction to Piping Systems	Navy e-Learning	CNET11443		
Packing, Gaskets, and Seals	Navy e-Learning	CNET11445		
Rotary Pumps	Navy e-Learning	CNET11449		
Variable-Stroke Pumps	Navy e-Learning	CNET11451		
Reciprocating Pumps	Navy e-Learning	CNET11453		
Nonpositive-Displacement Pumps	Navy e-Learning	CNET11455		
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_06030	20 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_06033	13 hours	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by <i>Admiral James Stavridis</i>	
Toward a New Maritime Strategy by <i>Peter D. Haynes</i>	
The Rules Of The Game by <i>Andrew Gordon</i>	
Sea Power by <i>Geoffrey Till</i>	
Red Star Over The Pacific by <i>Toshi Yoshihara and James R. Holmes</i>	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by <i>Condoleezza Rice</i>	
A World in Disarray by <i>Richard Haass</i>	
Our Robots, Ourselves by <i>David A. Mindell</i>	
On Writing Well by <i>William Zinsser</i>	
The Innovator's Dilemma by <i>Clayton M. Christensen</i>	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by <i>James Stavridis</i>	
Team of Teams by <i>Stanley McChrystal</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
Leadership on the Line by <i>Ronald A Heifetz and Marty Linsky</i>	
A Vietnam Experience by <i>James Stockdale</i>	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by <i>James Stavridis</i>	
The Accidental Superpower by <i>Peter Zeihan</i>	
Asia's Cauldron by <i>Robert D. Kaplan</i>	
World Order by <i>Henry Kissinger</i>	
At Ease by <i>Dwight Eisenhower</i>	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

### E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
The Death of the USS Thresher - The Story Behind History's Deadliest Submarine Disaster by <i>Norman Palmer</i>	
Thunder Below by <i>Adm Eugene B. Fluckey</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage by <i>Sherry Sontag and Christopher Drew</i>	
The Submarine - A History by <i>Thomas Parrish</i>	
Silent Steel - The Mysterious Death of the Nuclear Attack Sub USS Scorpion by <i>Stephen Johnson</i>	
The Silent War - The Cold War Battle Beneath The Sea by <i>John Pina Craven</i>	



## Torpedoman's Mate Petty Officer Third Class (Apprentice/Journeyman)

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Enlisted Submarine School (BESS) <sup>1</sup>	Groton, CT	A-060-0011	47 days	
Torpedoman Block "O" (Q33A) <sup>1</sup>	Groton, CT	A-123-0300	64 days	
Torpedoman Journeyman Course <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI	A-123-0304	12 days	
SSN 688 and 774 BLK I/II Vertical Launch System Operation and Tube Maintenance (737B); SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0207	19 days	
SSN 688 and 774 BLK I/II Advanced Vertical Launch System Maintenance; SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0209	10 days	
Torpedo Room Supervisor <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-123-0100	5 days	
SSN 774 Class Weapons Shipping, Handling, Stowage and Launch Combined Maintenance <sup>2</sup>	Groton, CT	A-123-0130	26 days	
Virginia Payload System Operations; SSN 784 Up <sup>2</sup>	Groton, CT / Pearl Harbor, HI / Norfolk, VA	A-123-0220	5 days	
Virginia Payload Tube Maintenance Course (782B); SSN 784 Up <sup>2</sup>	Groton, CT	A-123-0310	5 days	
Trident Defensive Weapons Ordnance Subsystem Operation and Maintenance; SSN 726-743 <sup>2</sup>	Bangor, WA / Kings Bay, GA	A-123-0178	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Shipboard Gauge Calibration Training <sup>2</sup>	Groton, CT / Norfolk, VA / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Kings Bay, GA / Bangor, WA	A-652-0510	5 days	
Submarine Force Quality Assurance Inspector <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-557-0082	9 days	
Administrative Laser Safety Officer (ALSO) <sup>1</sup>	Dehlgren, VA	A-492-0067	2 days	
AS/SRF"B" <sup>1</sup>	Mayport, FL / Bangor, WA / Chesapeake, VA / Kings Bay, GA	A-830-0018	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Q33A - Torpedoman Block "0" <sup>1</sup>	Groton, CT	A-123-0300	64 days	
737B - SSN 688-783 Submarine Vertical Launch System Tube Maintenance Technician <sup>1</sup>	Pearl Harbor, HI / Groton, CT	A-123-0207	19 days	
782B - Virginia Payload Tube Maintenance Course <sup>2</sup>	Groton, CT	A-123-0310	5 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser <sup>1</sup>	Pensacola, FL	S-501-0020	33 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

### JOB DESCRIPTION

Torpedoman's Mate (TM) prepares underwater ordnance for launching to include conducting post fire and post run routines. TM also performs organizational and intermediate level maintenance on test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance, to include hydraulic systems, air systems, and seawater systems associated with launching/firing systems. Additionally TM performs organizational maintenance on underwater ordnance, small arms, ammunition and anchoring systems.

### RECOMMENDED BILLET ASSIGNMENTS

**SEA DUTY** onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton CT, Norfolk VA, Kings Bay GA, Bangor WA, San Diego CA, Pearl Harbor HI, and Agana Guam.

**SHORE DUTY:** Maintenance Activity to support maintenance or handling of submarine weapons.

**OTHER:** Joint Assignments, GWOT Support Assignments, Recruiter.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

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Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

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**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:   Approve  Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Career Status Bonus (election message received):

Physical Fitness Test Failure:  Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21):  Medical Enlisted Commissioning Program (MECP):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:

## RECORD REVIEW CHECKLIST

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Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date <small>(N/A if not required)</small>
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date <small>(N/A if not required)</small>
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date <small>(N/A if not required)</small>
<b>Shipwide</b>		
Below Decks Watch (BDW)		
Topside Sentry		
Petty Officer of the Deck (POOD)		
Lookout		
Helmsman/Planesman (LA, Ohio, Seawolf class only)		
<b>Department</b>		
Torpedo Room Support		
<b>In-Rate</b>		
3" Launcher Operator		
Anchor Operator		
Torpedo Room Watch/Duty TM		
Small Arms Individual/Team Leader		
Countermeasures/Pyrotechnics Individual/Team Leader		
Heavyweight Torpedo Team Member/Individual		
TTL Team Member/Individual		
CLS Team Member/Individual		
<b>Other</b>		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
QA 301 Craftsman		
QA 302 Controlled Material Petty Officer (CMPO)		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the TM-Torpedoman's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	International Fluid Power Society (IFPS)	Industrial Hydraulic Mechanic (IHM)	
E4	International Fluid Power Society (IFPS)	Mobile Hydraulic Mechanic (MHM)	
E6	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the TM-Torpedoman's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Computer Operator	
	Counselor (Professional & Kindred)	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the TM-Torpedoman's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Administrative Services Managers
Bus and Truck Mechanics and Diesel Engine Specialists
Control and Valve Installers and Repairers, Except Mechanical Door
Electrical and Electronic Engineering Technologists and Technicians
Engine and Other Machine Assemblers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Gas Compressor and Gas Pumping Station Operators
General and Operations Managers
Hazardous Materials Removal Workers
Helpers--Installation, Maintenance, and Repair Workers
Hoist and Winch Operators
Industrial Engineering Technologists and Technicians
Industrial Machinery Mechanics
Inspectors, Testers, Sorters, Samplers, and Weighers
Maintenance Workers, Machinery
Mechanical Engineers
Mobile Heavy Equipment Mechanics, Except Engines
Occupational Health and Safety Technicians
Power Plant Operators
Pump Operators, Except Wellhead Pumps
Security Guards
Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
Stationary Engineers and Boiler Operators
Training and Development Managers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0871 - Naval Architecture Series
4749 - Maintenance Mechanic
4850 - Bearing Reconditioning
5306 - Air Conditioning Equipment Mechanic
5350 - Production Machinery Mechanic
5402 - Boiler Plant Operating
5415 - Air Conditioning Equipment Operating
5419 - Stationary-Engine Operating
9945 - Refrigeration Engineer
9958 - Evaporator-Utilityman
9963 - Fireman
9964 - Fireman-Watertender

## STAY NAVY

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### **AC to AC and FTS to FTS - Continue Navy career on Active Duty.**

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### **RC to AC/FTS**

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### **RC to RC - Continue your Navy career as a Reservist.**

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### **AC/FTS to CIP**

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### **AC/FTS to Secretary of the Navy Tours with Industry**

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### **Canvasser Recruiter (CANREC)**

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRcall.aspx>.

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### **Career Waypoints-Reenlistment:**

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDCU within one year from separation from ACDCU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDCU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA <i>(verify account access)</i>	MNA <i>(extend in current field)</i>	MNA <i>(apply for billets)</i>	MNA <i>(apply for billets)</i>	Sign Eval
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) <i>Reserve Only</i>	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

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**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

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**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

#### E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course <sup>5</sup>	Water front/ Flightline/ Various <sup>4</sup>	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

#### E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Firefighting Techniques	SOBT	DODUSNSLCSOBT_ 96059	1 hour	
SS Paint & Preservation	SOBT	DODUSNSLCSOBT_ 05105	1 hour	
SS Self Contained Breathing Apparatus (SCBA)	SOBT	DODUSNSLCSOBT_ 04003	1 hour	

## E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E4 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRF-C-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): [https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E4 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Safety Practices	Navy e-Learning	NIDA-93951101		
Submarine Hazardous material Inventory and Management Systems (SHIMS)	Navy e-Learning	CNET12723		
SS Craftsman Fundamentals	SOBT	DODUSNSLCSOBT_03158		
SS Lookout	SOBT	DODUSNSLCSOBT_95009	1 hour	
SS Drydock Safety	SOBT	DODUSNSLCSOBT_93035	1 hour	
SS Line Handling	SOBT	DODUSNSLCSOBT_03195	3 hours	
Hazardous Materials Safety Procedures	MNP	CNE-EPOC-WBS-02.12.01-02-00001		
Operational Machinery Safety	MNP	CNE-EPOC-WBS-02.14		
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_06030	20 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_06033	13 hours	
Introduction to Piping Systems	Navy e-Learning	CNET11443		
Packing, Gaskets, and Seals	Navy e-Learning	CNET11445		
Rotary Pumps	Navy e-Learning	CNET11449		
Variable-Stroke Pumps	Navy e-Learning	CNET11451		
Reciprocating Pumps	Navy e-Learning	CNET11453		
Nonpositive-Displacement Pumps	Navy e-Learning	CNET11455		

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by Admiral James Stavridis	
Toward a New Maritime Strategy by Peter D. Haynes	
The Rules Of The Game by Andrew Gordon	
Sea Power by Geoffrey Till	
Red Star Over The Pacific by Toshi Yoshihara and James R. Holmes	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by Condoleezza Rice	
A World in Disarray by Richard Haass	
Our Robots, Ourselves by David A. Mindell	
On Writing Well by William Zinsser	
The Innovator's Dilemma by Clayton M. Christensen	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by James Stavridis	
Team of Teams by Stanley McChrystal	
Navigating the Seven Seas by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.	
Leadership on the Line by Ronald A Heifetz and Marty Linsky	
A Vietnam Experience by James Stockdale	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by James Stavridis	
The Accidental Superpower by Peter Zeihan	
Asia's Cauldron by Robert D. Kaplan	
World Order by Henry Kissinger	
At Ease by Dwight Eisenhower	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

### E4 RECOMMENDED COMMUNITY READING

Title	Completed
The Death of the USS Thresher - The Story Behind History's Deadliest Submarine Disaster by Norman Palmer	
Thunder Below by Adm Eugene B. Fluckey	
Blind Man's Bluff: The Untold Story of American Submarine Espionage by Sherry Sontag and Christopher Drew	
The Submarine - A History by Thomas Parrish	
Silent Steel - The Mysterious Death of the Nuclear Attack Sub USS Scorpion by Stephen Johnson	
The Silent War - The Cold War Battle Beneath The Sea by John Pina Craven	



## Torpedoman's Mate Petty Officer Second Class (Journeyman)

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SSN 688 and 774 BLK I/II Vertical Launch System Operation and Tube Maintenance (737B); SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0207	19 days	
SSN 688 and 774 BLK I/II Advanced Vertical Launch System Maintenance; SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0209	10 days	
Torpedo Room Supervisor <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-123-0100	5 days	
SSN 774 Class Weapons Shipping, Handling, Stowage and Launch Combined Maintenance <sup>2</sup>	Groton, CT	A-123-0130	26 days	
Virginia Payload System Operations; SSN 784 Up <sup>2</sup>	Groton, CT / Pearl Harbor, HI / Norfolk, VA	A-123-0220	5 days	
Virginia Payload Tube Maintenance Course (782B); SSN 784 Up <sup>2</sup>	Groton, CT	A-123-0310	5 days	
Submarine Force Crew Served Weapons Instructor (CSWI) <sup>1</sup>	CENSECFOR DET San Diego / CENSECFOR DET Chesapeake	A-041-0012	12 day	
Small Arms Marksmanship Instructor (SAMI) (717B) <sup>1</sup>	Various Locations	A-041-0148	19 days	
Trident Defensive Weapons Ordnance Subsystem Operation and Maintenance; SSN 726-743 <sup>2</sup>	Bangor, WA / Kings Bay, GA	A-123-0178	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Shipboard Gauge Calibration Training <sup>2</sup>	Groton, CT / Norfolk, VA / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Kings Bay, GA / Bangor, WA	A-652-0510	5 days	
Submarine Force Quality Assurance Inspector <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-557-0082	9 days	
Administrative Laser Safety Officer (ALSO) <sup>1</sup>	Dehlgren, VA	A-492-0067	2 days	
AS/SRF"B" <sup>1</sup>	Mayport, FL / Bangor, WA / Chesapeake, VA / Kings Bay, GA	A-830-0018	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Q33A - Torpedoman Block "O" <sup>1</sup>	Groton, CT	A-123-0300	64 days	
737B - SSN 688-783 Submarine Vertical Launch System Tube Maintenance Technician <sup>1</sup>	Pearl Harbor, HI / Groton, CT	A-123-0207	19 days	
738B - MK 48 Heavyweight Torpedo Technician <sup>1</sup>	Yorktown, VA	A-123-0198	3 months	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
782B - Virginia Payload Tube Maintenance Course <sup>2</sup>	Groton, CT	A-123-0310	5 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser <sup>1</sup>	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

### JOB DESCRIPTION

Torpedoman's Mate (TM) prepares and supervises underwater ordnance for launching to include conducting post fire and post run routines. TM also performs and supervises organizational and intermediate level maintenance on test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance, to include hydraulic systems, air systems, and seawater systems associated with launching/firing systems. TM's perform and supervises organizational maintenance on underwater ordnance, small arms, ammunition and anchoring systems.

### RECOMMENDED BILLET ASSIGNMENTS

**SEA DUTY** onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton CT, Norfolk VA, Kings Bay GA, Bangor WA, San Diego CA, Pearl Harbor HI, and Agana Guam.

**SHORE DUTY:** Maintenance Activity to support maintenance or handling of submarine weapons, building MK 48 Torpedos at Yorktown, VA, or Instructor at various sites.

**OTHER:** Joint Assignments, GWOT Assignments, Recruiter, RDC, DAPA, SARP, Career Counselor.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

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Command Address:		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
Division Officer:		Phone Number:	
Leading Chief Petty Officer:		Phone Number:	
Leading Petty Officer:		Phone Number:	
Sponsor/Mentor:		Phone Number:	
Depart/Division Career Counselor:		Phone Number:	
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete:			

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**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date:  Approve  Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

## RECORD REVIEW CHECKLIST

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Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date <small>(N/A if not required)</small>
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date <small>(N/A if not required)</small>
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date <small>(N/A if not required)</small>
<b>Shipwide</b>		
Below Decks Watch (BDW)		
Petty Officer of the Deck (POOD)		
<b>Department</b>		
Torpedo Room Support		
<b>In-Rate</b>		
3" Launcher Operator		
Countermeasures/Pyrotechnics Individual/Team Leader		
Small Arms Individual/Team Leader		
Anchor Operator		
Torpedo Room Watch/Duty TM		
Heavyweight Torpedo Team Member/Individual		
TTL Team Member/Individual/Team Leader		
CLS Team Member/Individual/Team Leader		
<b>Other</b>		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
QA 301 Craftsman		
QA 302 Controlled Material Petty Officer (CMPO)		
QA 305 Quality Assurance Inspector (QAI)		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the TM-Torpedoman's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	International Fluid Power Society (IFPS)	Industrial Hydraulic Mechanic (IHM)	
E4	International Fluid Power Society (IFPS)	Mobile Hydraulic Mechanic (MHM)	
E6	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the TM-Torpedoman's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Computer Operator	
	Counselor (Professional & Kindred)	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the TM-Torpedoman's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Administrative Services Managers
Bus and Truck Mechanics and Diesel Engine Specialists
Control and Valve Installers and Repairers, Except Mechanical Door
Electrical and Electronic Engineering Technologists and Technicians
Engine and Other Machine Assemblers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Gas Compressor and Gas Pumping Station Operators
General and Operations Managers
Hazardous Materials Removal Workers
Helpers--Installation, Maintenance, and Repair Workers
Hoist and Winch Operators
Industrial Engineering Technologists and Technicians
Industrial Machinery Mechanics
Inspectors, Testers, Sorters, Samplers, and Weighers
Maintenance Workers, Machinery
Mechanical Engineers
Mobile Heavy Equipment Mechanics, Except Engines
Occupational Health and Safety Technicians
Power Plant Operators
Pump Operators, Except Wellhead Pumps
Security Guards
Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
Stationary Engineers and Boiler Operators
Training and Development Managers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0871 - Naval Architecture Series
4749 - Maintenance Mechanic
4850 - Bearing Reconditioning
5306 - Air Conditioning Equipment Mechanic
5350 - Production Machinery Mechanic
5402 - Boiler Plant Operating
5415 - Air Conditioning Equipment Operating
5419 - Stationary-Engine Operating
9945 - Refrigeration Engineer
9958 - Evaporator-Utilityman
9963 - Fireman
9964 - Fireman-Watertender

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRcall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDCU within one year from separation from ACDCU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDCU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA <i>(verify account access)</i>	MNA <i>(extend in current field)</i>	MNA <i>(apply for billets)</i>	MNA <i>(apply for billets)</i>	Sign Eval
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) <i>Reserve Only</i>	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

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**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

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**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

## E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

## E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Firefighting Techniques	SOBT	DODUSNSLCSOBT_ 96059	1 hour	
SS Paint & Preservation	SOBT	DODUSNSLCSOBT_ 05105	1 hour	
SS Self Contained Breathing Apparatus (SCBA)	SOBT	DODUSNSLCSOBT_ 04003	1 hour	

## E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E5 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): [https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E5 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Safety Practices	Navy e-Learning	NIDA-93951101		
SS Drydock Safety	SOBT	DODUSNSLCSOBT_ 93035	1 hour	
SS Line Handling	SOBT	DODUSNSLCSOBT_03195	3 hours	
Hazardous Materials Safety Procedures	MNP	CNE-EPOC-WBS-02.12.01-02-00001		
Operational Machinery Safety	MNP	CNE-EPOC-WBS-02.14		
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_ 06030	20 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_ 06033	13 hours	
Introduction to Piping Systems	Navy e-Learning	CNET11443		
Packing, Gaskets, and Seals	Navy e-Learning	CNET11445		
Rotary Pumps	Navy e-Learning	CNET11449		
Variable-Stroke Pumps	Navy e-Learning	CNET11451		
Reciprocating Pumps	Navy e-Learning	CNET11453		
Nonpositive-Displacement Pumps	Navy e-Learning	CNET11455		
Microsoft Excel Fundamentals	MNP	75032		
Microsoft Power Point Fundamentals	MNP	75041		

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by <i>Admiral James Stavridis</i>	
Toward a New Maritime Strategy by <i>Peter D. Haynes</i>	
The Rules Of The Game by <i>Andrew Gordon</i>	
Sea Power by <i>Geoffrey Till</i>	
Red Star Over The Pacific by <i>Toshi Yoshihara and James R. Holmes</i>	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by <i>Condoleezza Rice</i>	
A World in Disarray by <i>Richard Haass</i>	
Our Robots, Ourselves by <i>David A. Mindell</i>	
On Writing Well by <i>William Zinsser</i>	
The Innovator's Dilemma by <i>Clayton M. Christensen</i>	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by <i>James Stavridis</i>	
Team of Teams by <i>Stanley McChrystal</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
Leadership on the Line by <i>Ronald A Heifetz and Marty Linsky</i>	
A Vietnam Experience by <i>James Stockdale</i>	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by <i>James Stavridis</i>	
The Accidental Superpower by <i>Peter Zeihan</i>	
Asia's Cauldron by <i>Robert D. Kaplan</i>	
World Order by <i>Henry Kissinger</i>	
At Ease by <i>Dwight Eisenhower</i>	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

### E5 RECOMMENDED COMMUNITY READING

Title	Completed
Wahoo - The Patrols of America's Most Famous World War II Submarine by <i>Richard H. O'Kane, Rear Admiral USN</i>	
Silent Running - My Years on a World War II Attack Submarine by <i>James E. Calvert Vice Admiral USN Ret</i>	
War in the Boats - My World War II Submarine Battles by <i>Captain William J. Ruhe USN Ret</i>	
Clear the Bridge - The War Patrols of the USS Tang by <i>RADM Richard H. O'Kane</i>	
Dive, Dive, Dive - Submarines at War by <i>Michael Gunton</i>	
War Beneath The Sea - Submarine Conflict During World War II by <i>Peter Padfield</i>	



## Torpedoman's Mate Petty Officer First Class (Journeyman/Master)

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Torpedo Room Supervisor <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-123-0100	5 days	
SSN 688 and 774 BLK I/II Vertical Launch System Operation and Tube Maintenance (737B); SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0207	19 days	
SSN 688 and 774 BLK I/II Advanced Vertical Launch System Maintenance; SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0209	10 days	
SSN 774 Class Weapons Shipping, Handling, Stowage and Launch Combined Maintenance <sup>2</sup>	Groton, CT	A-123-0130	26 days	
Virginia Payload System Operations; SSN 784 Up <sup>2</sup>	Groton, CT / Pearl Harbor, HI / Norfolk, VA	A-123-0220	5 days	
Virginia Payload Tube Maintenance Course (782B); SSN 784 Up <sup>2</sup>	Groton, CT	A-123-0310	5 days	
Submarine Force Crew Served Weapons Instructor (CSWI) <sup>1</sup>	CENSECFOR DET San Diego / CENSECFOR DET Chesapeake	A-041-0012	12 day	
Small Arms Marksmanship Instructor (SAMI) (717B) <sup>1</sup>	Various Locations	A-041-0148	19 days	
Trident Defensive Weapons Ordnance Subsystem Operation and Maintenance; SSN 726-743 <sup>2</sup>	Bangor, WA / Kings Bay, GA	A-123-0178	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Submarine Force Quality Assurance Inspector <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-557-0082	9 days	
Submarine Officers and Supervisors Quality Maintenance <sup>1</sup>	Groton, CT / Kings Bay, GA / San Diego, CA / Norfolk, VA / Bangor, WA / Pearl Harbor, HI / Agana, Guam	F-4H-0182	12 days	
Shipboard Gauge Calibration Training <sup>2</sup>	Groton, CT / Norfolk, VA / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Kings Bay, GA / Bangor, WA	A-652-0510	5 days	
Administrative Laser Safety Officer (ALSO) <sup>1</sup>	Dehlgren, VA	A-492-0067	2 days	
AS/SRF"B" <sup>1</sup>	Mayport, FL / Bangor, WA / Chesapeake, VA / Kings Bay, GA	A-830-0018	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
737B - SSN 688-783 Submarine Vertical Launch System Tube Maintenance Technician <sup>1</sup>	Pearl Harbor, HI / Groton, CT	A-123-0207	19 days	
738B - MK 48 Heavyweight Torpedo Technician <sup>1</sup>	Yorktown, VA	A-123-0198	3 months	
717B - Small Arms Marksmanship Instructor (SAMI) <sup>1</sup>	Various Locations	A-041-0148	19 days	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
782B - Virginia Payload Tube Maintenance Course <sup>2</sup>	Groton, CT	A-123-0310	5 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser <sup>1</sup>	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

### JOB DESCRIPTION

Torpedoman's Mate (TM) prepares and supervises underwater ordnance for launching to include conducting post fire and post run routines. TM also performs and supervises organizational and intermediate level maintenance on test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance, to include hydraulic systems, air systems, and seawater systems associated with launching/firing systems. TM's perform and supervises organizational maintenance on underwater ordnance, small arms, ammunition and anchoring systems.

### RECOMMENDED BILLET ASSIGNMENTS

**SEA DUTY** onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton CT, Norfolk VA, Kings Bay GA, Bangor WA, San Diego CA, Pearl Harbor HI, and Agana Guam.

**SHORE DUTY:** Maintenance Activity to support maintenance or handling of submarine weapons, building MK 48 Torpedos at Yorktown, VA, or Instructor at various sites.

**OTHER:** Joint Assignments, GWOT Support Assignments, Recruiter, RDC, DAPA, SARP, Career Counselor.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

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Command Address:		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
Division Officer:		Phone Number:	
Leading Chief Petty Officer:		Phone Number:	
Leading Petty Officer:		Phone Number:	
Sponsor/Mentor:		Phone Number:	
Depart/Division Career Counselor:		Phone Number:	
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete:			

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**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date:  Approve  Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

## SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
**(Active = 360 / SELRES = 335 / FTS = 336)**

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.navy.mil/usn>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>Shipwide</b>		
Below Decks Watch (BDW)		
Chief of the Watch (COW)(except VA class)		
Co-Pilot/Pilot (VA Class)		
<b>Department</b>		
Torpedo Room Support		
<b>In-Rate</b>		
3" Launcher Operator		
Anchor Operator		
Torpedo Room Watch/Duty TM		
Small Arms Individual/Team Leader		
Countermeasures/Pyrotechnics Individual/Team Leader		
Heavyweight Torpedo Team Member/Individual/Team Leader		
TTL Team Member/Individual/Team Leader		
CLS Team Member/Individual/Team Leader		
Quality Assurance / Safety Officer (QA/SO) - All ordnance types (Heavyweight Torpedo, TTL, CLS, Pyrotechnics, Countermeasures, Small Arms)		
<b>Other</b>		
3M 303 Work Center Supervisor		
3M 304 (Division Officer)		
3M 305 Departmental 3M Assistant		
3M 307 3M Coordinator		
QA 305 Quality Assurance Inspector (QAI)		
QA 308 Quality Assurance Supervisor		
Master Training Specialist (MTS)		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the TM-Torpedoman's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	International Fluid Power Society (IFPS)	Industrial Hydraulic Mechanic (IHM)	
E4	International Fluid Power Society (IFPS)	Mobile Hydraulic Mechanic (MHM)	
E6	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the TM-Torpedoman's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Computer Operator	
	Counselor (Professional & Kindred)	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the TM-Torpedoman's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Administrative Services Managers
Bus and Truck Mechanics and Diesel Engine Specialists
Control and Valve Installers and Repairers, Except Mechanical Door
Electrical and Electronic Engineering Technologists and Technicians
Engine and Other Machine Assemblers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Gas Compressor and Gas Pumping Station Operators
General and Operations Managers
Hazardous Materials Removal Workers
Helpers--Installation, Maintenance, and Repair Workers
Hoist and Winch Operators
Industrial Engineering Technologists and Technicians
Industrial Machinery Mechanics
Inspectors, Testers, Sorters, Samplers, and Weighers
Maintenance Workers, Machinery
Mechanical Engineers
Mobile Heavy Equipment Mechanics, Except Engines
Occupational Health and Safety Technicians
Power Plant Operators
Pump Operators, Except Wellhead Pumps
Security Guards
Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
Stationary Engineers and Boiler Operators
Training and Development Managers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0871 - Naval Architecture Series
4749 - Maintenance Mechanic
4850 - Bearing Reconditioning
5306 - Air Conditioning Equipment Mechanic
5350 - Production Machinery Mechanic
5402 - Boiler Plant Operating
5415 - Air Conditioning Equipment Operating
5419 - Stationary-Engine Operating
9945 - Refrigeration Engineer
9958 - Evaporator-Utilityman
9963 - Fireman
9964 - Fireman-Watertender

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRrecall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDCU within one year from separation from ACDCU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDCU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA <i>(verify account access)</i>	MNA <i>(extend in current field)</i>	MNA <i>(apply for billets)</i>	MNA <i>(apply for billets)</i>	Sign Eval
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) <i>Reserve Only</i>	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

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**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

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**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

### E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

### E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

## E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E6 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): [https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E6 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Safety Practices	Navy e-Learning	NIDA-93951101		
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_06030	20 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_06033	13 hours	
Hazardous Materials Safety Procedures	MNP	CNE-EPOC-WBS-02.12.01-02-00001		
Introduction to Piping Systems	Navy e-Learning	CNET11443		
Packing, Gaskets, and Seals	Navy e-Learning	CNET11445		
Rotary Pumps	Navy e-Learning	CNET11449		
Variable-Stroke Pumps	Navy e-Learning	CNET11451		
Reciprocating Pumps	Navy e-Learning	CNET11453		
Nonpositive-Displacement Pumps	Navy e-Learning	CNET11455		

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by <i>Admiral James Stavridis</i>	
Toward a New Maritime Strategy by <i>Peter D. Haynes</i>	
The Rules Of The Game by <i>Andrew Gordon</i>	
Sea Power by <i>Geoffrey Till</i>	
Red Star Over The Pacific by <i>Toshi Yoshihara and James R. Holmes</i>	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by <i>Condoleezza Rice</i>	
A World in Disarray by <i>Richard Haass</i>	
Our Robots, Ourselves by <i>David A. Mindell</i>	
On Writing Well by <i>William Zinsser</i>	
The Innovator's Dilemma by <i>Clayton M. Christensen</i>	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by <i>James Stavridis</i>	
Team of Teams by <i>Stanley McChrystal</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
Leadership on the Line by <i>Ronald A Heifetz and Marty Linsky</i>	
A Vietnam Experience by <i>James Stockdale</i>	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by <i>James Stavridis</i>	
The Accidental Superpower by <i>Peter Zeihan</i>	
Asia's Cauldron by <i>Robert D. Kaplan</i>	
World Order by <i>Henry Kissinger</i>	
At Ease by <i>Dwight Eisenhower</i>	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

### E6 RECOMMENDED COMMUNITY READING

Title	Completed
Wahoo - The Patrols of America's Most Famous World War II Submarine by <i>Richard H. O'Kane, Rear Admiral USN</i>	
Silent Running - My Years on a World War II Attack Submarine by <i>James E. Calvert Vice Admiral USN Ret</i>	
War in the Boats - My World War II Submarine Battles by <i>Captain William J. Ruhe USN Ret</i>	
Clear the Bridge - The War Patrols of the USS Tang by <i>RADM Richard H. O'Kane</i>	
Dive, Dive, Dive - Submarines at War by <i>Michael Gunton</i>	
War Beneath The Sea - Submarine Conflict During World War II by <i>Peter Padfield</i>	



## Torpedoman's Mate Chief Petty Officer (Master)

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Torpedo Room Supervisor <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-123-0100	5 days	
SSN 688 and 774 BLK I/II Vertical Launch System Operation and Tube Maintenance (737B); SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0207	19 days	
SSN 688 and 774 BLK I/II Advanced Vertical Launch System Maintenance; SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0209	10 days	
SSN 774 Class Weapons Shipping, Handling, Stowage and Launch Combined Maintenance <sup>2</sup>	Groton, CT	A-123-0130	26 days	
Virginia Payload System Operations; SSN 784 Up <sup>2</sup>	Groton, CT / Pearl Harbor, HI / Norfolk, VA	A-123-0220	5 days	
Virginia Payload Tube Maintenance Course (782B); SSN 784 Up <sup>2</sup>	Groton, CT	A-123-0310	5 days	
Submarine Force Crew Served Weapons Instructor (CSWI) <sup>1</sup>	CENSECFOR DET San Diego / CENSECFOR DET Chesapeake	A-041-0012	12 day	
Small Arms Marksmanship Instructor (SAMI) (717B) <sup>1</sup>	Various Locations	A-041-0148	19 days	
Trident Defensive Weapons Ordnance Subsystem Operation and Maintenance; SSN 726-743 <sup>2</sup>	Bangor, WA / Kings Bay, GA	A-123-0178	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Shipboard Gauge Calibration Training <sup>2</sup>	Groton, CT / Norfolk, VA / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Kings Bay, GA / Bangor, WA	A-652-0510	5 days	
Submarine Force Quality Assurance Inspector <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-557-0082	9 days	
Submarine Officers and Supervisors Quality Maintenance <sup>1</sup>	Groton, CT / Kings Bay, GA / San Diego, CA / Norfolk, VA / Bangor, WA / Pearl Harbor, HI / Agana, Guam	F-4H-0182	12 days	
Administrative Laser Safety Officer (ALSO) <sup>1</sup>	Dehlgren, VA	A-492-0067	2 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
737B - SSN 688-783 Submarine Vertical Launch System Tube Maintenance Technician <sup>1</sup>	Pearl Harbor, HI / Groton, CT	A-123-0207	19 days	
717B - Small Arms Marksmanship Instructor (SAMI) <sup>1</sup>	Various Locations	A-041-0148	19 days	
804A - Antiterrorism Training Supervisor (AT TRASUP) <sup>1</sup>	Various Locations	A-830-0034	19 days	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
782B - Virginia Payload Tube Maintenance Course <sup>2</sup>	Groton, CT	A-123-0310	5 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser <sup>1</sup>	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

### JOB DESCRIPTION

Assignment as Division Leading Chief Petty Officer is the recommended assignment for those at sea. Torpedoman's Mate (TM) prepares and supervises underwater ordnance for launching to include conducting post fire and post run routines. TM also performs and supervises organizational and intermediate level maintenance on test equipment, launching/firing systems, and stowage facilities associated with underwater ordnance, to include hydraulic systems, air systems, and seawater systems associated with launching/firing systems. TM's perform and supervises organizational maintenance on underwater ordnance, small arms, ammunition and anchoring systems.

### RECOMMENDED BILLET ASSIGNMENTS

**SEA DUTY** onboard nuclear fast attack submarines (SSN) or guided missile submarines (SSGN). Submarine homeports include Groton CT, Norfolk VA, Kings Bay GA, Bangor WA, San Diego CA, Pearl Harbor HI, and Agana Guam.

**SHORE DUTY:** Instructor Duty, Squadron, TYCOM, Maintenance Activity to support maintenance or handling of submarine weapons, building MK 48 Torpedos at Yorktown, VA, or Submarine Learning Center.

**OTHER:** Joint Assignments, GWOT Support Assignments, Recruiter, RDC, DAPA, SARP, Career Counselor.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

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Command Address:		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
Division Officer:		Phone Number:	
Leading Chief Petty Officer:		Phone Number:	
Leading Petty Officer:		Phone Number:	
Sponsor/Mentor:		Phone Number:	
Depart/Division Career Counselor:		Phone Number:	
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete:			

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**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:      48 Month:      60 Month:

Family Care Plan:      Mil to Mil:

Sailor 360:      Special Program:      Member Request:

HYT 24 months (Date):      HYT Waiver Date:       Approve     Disapprove

Transfer:      Separation:      Fleet Reserve Retirement Options:

Physical Fitness Test Failure:      Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):      Medical Service Corps In-service Procurement:

Officer Candidate School:      Limited Duty Officer:      Chief Warrant Officer:

## SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
**(Active = 235 / SELRES = 205 / FTS = 206)**

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.navy.mil/usn>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date <small>(N/A if not required)</small>
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date <small>(N/A if not required)</small>
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date <small>(N/A if not required)</small>
<b>Shipwide</b>		
Chief of the Watch (COW)(except VA class)		
Duty Chief Petty Officer (DCPO)		
Diving Officer of the Watch (DOOW)		
Pilot/Co-Pilot (VA Class)		
<b>Department</b>		
Torpedo Room Support		
<b>In-Rate</b>		
3" Launcher Operator		
Anchor Operator		
Torpedo Room Watch		
Small Arms Individual/Team Leader		
Countermeasures/Pyrotechnics Individual/Team Leader		
Heavyweight Torpedo Team Member/Individual/Team Leader		
TTL Team Member/Individual/Team Leader		
CLS Team Member/Individual/Team Leader		
Quality Assurance / Safety Officer (QA/SO) - All ordnance types (Heavyweight Torpedo, TTL, CLS, Pyrotechnics, Countermeasures, Small Arms)		
<b>Other</b>		
3M 307 3M Coordinator		
QA 305 Quality Assurance Inspector (QAI)		
Master Training Specialist (MTS)		
Command Duty Officer (Shore Duty)		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the TM-Torpedoman's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	International Fluid Power Society (IFPS)	Industrial Hydraulic Mechanic (IHM)	
E4	International Fluid Power Society (IFPS)	Mobile Hydraulic Mechanic (MHM)	
E6	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the TM-Torpedoman's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Computer Operator	
	Counselor (Professional & Kindred)	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the TM-Torpedoman's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Administrative Services Managers
Bus and Truck Mechanics and Diesel Engine Specialists
Control and Valve Installers and Repairers, Except Mechanical Door
Electrical and Electronic Engineering Technologists and Technicians
Engine and Other Machine Assemblers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Gas Compressor and Gas Pumping Station Operators
General and Operations Managers
Hazardous Materials Removal Workers
Helpers--Installation, Maintenance, and Repair Workers
Hoist and Winch Operators
Industrial Engineering Technologists and Technicians
Industrial Machinery Mechanics
Inspectors, Testers, Sorters, Samplers, and Weighers
Maintenance Workers, Machinery
Mechanical Engineers
Mobile Heavy Equipment Mechanics, Except Engines
Occupational Health and Safety Technicians
Power Plant Operators
Pump Operators, Except Wellhead Pumps
Security Guards
Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
Stationary Engineers and Boiler Operators
Training and Development Managers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0871 - Naval Architecture Series
4749 - Maintenance Mechanic
4850 - Bearing Reconditioning
5306 - Air Conditioning Equipment Mechanic
5350 - Production Machinery Mechanic
5402 - Boiler Plant Operating
5415 - Air Conditioning Equipment Operating
5419 - Stationary-Engine Operating
9945 - Refrigeration Engineer
9958 - Evaporator-Utilityman
9963 - Fireman
9964 - Fireman-Watertender

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

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### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] <i>(verify account access)</i>	MNA [redacted] <i>(extend in current field)</i>	MNA [redacted] <i>(apply for billets)</i>	MNA [redacted] <i>(apply for billets)</i>	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.*

**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )

Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]

Overall Score [redacted] / [redacted]

List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]

List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV

**CPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-06	5 days	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

**CPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

**CPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**CPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): [https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**CPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_06030	20 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_06033	13 hours	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by <i>Admiral James Stavridis</i>	
Toward a New Maritime Strategy by <i>Peter D. Haynes</i>	
The Rules Of The Game by <i>Andrew Gordon</i>	
Sea Power by <i>Geoffrey Till</i>	
Red Star Over The Pacific by <i>Toshi Yoshihara and James R. Holmes</i>	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by <i>Condoleezza Rice</i>	
A World in Disarray by <i>Richard Haass</i>	
Our Robots, Ourselves by <i>David A. Mindell</i>	
On Writing Well by <i>William Zinsser</i>	
The Innovator's Dilemma by <i>Clayton M. Christensen</i>	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by <i>James Stavridis</i>	
Team of Teams by <i>Stanley McChrystal</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
Leadership on the Line by <i>Ronald A Heifetz and Marty Linsky</i>	
A Vietnam Experience by <i>James Stockdale</i>	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by <i>James Stavridis</i>	
The Accidental Superpower by <i>Peter Zeihan</i>	
Asia's Cauldron by <i>Robert D. Kaplan</i>	
World Order by <i>Henry Kissinger</i>	
At Ease by <i>Dwight Eisenhower</i>	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

### CPO RECOMMENDED COMMUNITY READING

Title	Completed
Submarine by <i>Edward L. Beach</i>	
The Last Patrol by <i>Harry Holmes</i>	
Silent Victory - The U.S. Submarine War Against Japan by <i>Clay Blair JR</i>	
Rising Tide - The Untold Story of the Russian Submarines That Fought the Cold War by <i>Gary Weir and Walter J. Boyne</i>	
Gallant Lady - A Biography of the USS Archerfish by <i>Ken Henry and Don Keith</i>	



## Torpedoman's Mate Senior Chief Petty Officer (Master)

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Torpedo Room Supervisor <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-123-0100	5 days	
SSN 688 and 774 BLK I/II Advanced Vertical Launch System Maintenance; SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0209	10 days	
SSN 774 Class Weapons Shipping, Handling, Stowage and Launch Combined Maintenance <sup>2</sup>	Groton, CT	A-123-0130	26 days	
Virginia Payload System Operations; SSN 784 Up <sup>2</sup>	Groton, CT / Pearl Harbor, HI / Norfolk, VA	A-123-0220	5 days	
Virginia Payload Tube Maintenance Course (782B); SSN 784 Up <sup>2</sup>	Groton, CT	A-123-0310	5 days	
SSN 688 and 774 BLK I/II Vertical Launch System Operation and Tube Maintenance (737B); SSN 688-783 <sup>2</sup>	Groton, CT / Pearl Harbor, HI	A-123-0207	19 days	
Submarine Force Crew Served Weapons Instructor (CSWI) <sup>1</sup>	CENSECFOR DET San Diego / CENSECFOR DET Chesapeake	A-041-0012	12 day	
Small Arms Marksmanship Instructor (SAMI) (717B) <sup>1</sup>	Various Locations	A-041-0148	19 days	
Trident Defensive Weapons Ordnance Subsystem Operation and Maintenance; SSN 726-743 <sup>2</sup>	Bangor, WA / Kings Bay, GA	A-123-0178	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Antiterrorism Training Supervisor (AT TRASUP) (804A) <sup>1</sup>	Various Locations	A-830-0034	19 days	
Shipboard Gauge Calibration Training <sup>2</sup>	Groton, CT / Norfolk, VA / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Kings Bay, GA / Bangor, WA	A-652-0510	5 days	
Submarine Force Quality Assurance Inspector <sup>2</sup>	Groton, CT / Norfolk, VA / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-557-0082	9 days	
Submarine Officers and Supervisors Quality Maintenance <sup>1</sup>	Groton, CT / Kings Bay, GA / San Diego, CA / Norfolk, VA / Bangor, WA / Pearl Harbor, HI / Agana, Guam	F-4H-0182	12 days	
Administrative Laser Safety Officer (ALSO) <sup>1</sup>	Dehlgren, VA	A-492-0067	2 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
717B - Small Arms Marksmanship Instructor (SAMI) <sup>1</sup>	Various Locations	A-041-0148	19 days	
804A - Antiterrorism Training Supervisor (AT TRASUP) <sup>1</sup>	Various Locations	A-830-0034	19 days	
8COB - Chief of the Boat (COB) <sup>1</sup>	Newport, RI	A-570-4500	2 weeks	
782B - Virginia Payload Tube Maintenance Course <sup>2</sup>	Groton, CT	A-123-0310	5 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser <sup>1</sup>	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

### JOB DESCRIPTION

Assignment as Department and/or Division Leading Chief Petty Officer is the recommended assignment for those at sea. The Torpedoman's Mate Division LCPO is responsible for the proper administration, qualification, and training of personnel and the administration and material upkeep of the equipment assigned to the TM division. The Weapons Department Chief is responsible for the proper administration, qualification and training of personnel assigned to the weapons department

### RECOMMENDED BILLET ASSIGNMENTS

**SEA DUTY** onboard nuclear fast attack submarines (SSN) or guided missile submarines (SSGN). Submarine homeports include Groton CT, Norfolk VA, Kings Bay GA, Bangor WA, San Diego CA, Pearl Harbor HI, and Agana Guam.

**SHORE DUTY:** Instructor Duty, Squadron, TYCOM, Maintenance Activity to support maintenance or handling of submarine weapons, building MK 48 Torpedos at Yorktown, VA, or Submarine Learning Center.

**OTHER:** Joint Assignments, GWOT Support Assignments, Recruiter, RDC, DAPA, SARP, Career Counselor, 3MC

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

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Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
EAOS/EOS:	<input type="text"/>	PRD:	<input type="text"/>
SEA / SHORE:	<input type="text"/>	/	<input type="text"/>
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
Number of times up:	<input type="text"/>		
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
Date Last updated:	<input type="text"/>		
Command INDOC complete:	<input type="text"/>		

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**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:   Approve  Disapprove

Transfer:  Separation:  Fleet Reserve Retirement Options:

Physical Fitness Test Failure:  Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:

Officer Candidate School:  Limited Duty Officer:  Chief Warrant Officer:

## SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 210 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.navy.mil/usn>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>Shipwide</b>		
Chief of the Watch (COW)(except VA class)		
Duty Chief Petty Officer (DCPO)		
Diving Officer of the Watch (DOOW)		
Pilot/Co-Pilot (VA Class)		
<b>Department</b>		
Torpedo Room Support		
<b>In-Rate</b>		
3" Launcher Operator		
Anchor Operator		
Torpedo Room Watch		
Small Arms Individual/Team Leader		
Countermeasures/Pyrotechnics Individual/Team Leader		
Heavyweight Torpedo Team Member/Individual/Team Leader		
TTL Team Member/Individual/Team Leader		
CLS Team Member/Individual/Team Leader		
Quality Assurance / Safety Officer (QA/SO) - All ordnance types (Heavyweight Torpedo, TTL, CLS, Pyrotechnics, Countermeasures, Small Arms)		
<b>Other</b>		
3M 307 3M Coordinator		
QA 305 Quality Assurance Inspector (QAI)		
Master Training Specialist (MTS)		
Command Duty Officer (Shore Duty)		
Chief of the Boat		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the TM-Torpedoman's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	International Fluid Power Society (IFPS)	Industrial Hydraulic Mechanic (IHM)	
E4	International Fluid Power Society (IFPS)	Mobile Hydraulic Mechanic (MHM)	
E6	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the TM-Torpedoman's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Computer Operator	
	Counselor (Professional & Kindred)	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the TM-Torpedoman's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Administrative Services Managers
Bus and Truck Mechanics and Diesel Engine Specialists
Control and Valve Installers and Repairers, Except Mechanical Door
Electrical and Electronic Engineering Technologists and Technicians
Engine and Other Machine Assemblers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Gas Compressor and Gas Pumping Station Operators
General and Operations Managers
Hazardous Materials Removal Workers
Helpers--Installation, Maintenance, and Repair Workers
Hoist and Winch Operators
Industrial Engineering Technologists and Technicians
Industrial Machinery Mechanics
Inspectors, Testers, Sorters, Samplers, and Weighers
Maintenance Workers, Machinery
Mechanical Engineers
Mobile Heavy Equipment Mechanics, Except Engines
Occupational Health and Safety Technicians
Power Plant Operators
Pump Operators, Except Wellhead Pumps
Security Guards
Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
Stationary Engineers and Boiler Operators
Training and Development Managers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0871 - Naval Architecture Series
4749 - Maintenance Mechanic
4850 - Bearing Reconditioning
5306 - Air Conditioning Equipment Mechanic
5350 - Production Machinery Mechanic
5402 - Boiler Plant Operating
5415 - Air Conditioning Equipment Operating
5419 - Stationary-Engine Operating
9945 - Refrigeration Engineer
9958 - Evaporator-Utilityman
9963 - Fireman
9964 - Fireman-Watertender

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] <i>(verify account access)</i>	MNA [redacted] <i>(extend in current field)</i>	MNA [redacted] <i>(apply for billets)</i>	MNA [redacted] <i>(apply for billets)</i>	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.*

**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )

Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]

Overall Score [redacted] / [redacted]

List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]

List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

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**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

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**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV

**SCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy <sup>4</sup>	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

**SCPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

**SCPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**SCPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): [https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**SCPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_06030	20 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_06033	13 hours	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by <i>Admiral James Stavridis</i>	
Toward a New Maritime Strategy by <i>Peter D. Haynes</i>	
The Rules Of The Game by <i>Andrew Gordon</i>	
Sea Power by <i>Geoffrey Till</i>	
Red Star Over The Pacific by <i>Toshi Yoshihara and James R. Holmes</i>	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by <i>Condoleezza Rice</i>	
A World in Disarray by <i>Richard Haass</i>	
Our Robots, Ourselves by <i>David A. Mindell</i>	
On Writing Well by <i>William Zinsser</i>	
The Innovator's Dilemma by <i>Clayton M. Christensen</i>	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by <i>James Stavridis</i>	
Team of Teams by <i>Stanley McChrystal</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
Leadership on the Line by <i>Ronald A Heifetz and Marty Linsky</i>	
A Vietnam Experience by <i>James Stockdale</i>	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by <i>James Stavridis</i>	
The Accidental Superpower by <i>Peter Zeihan</i>	
Asia's Cauldron by <i>Robert D. Kaplan</i>	
World Order by <i>Henry Kissinger</i>	
At Ease by <i>Dwight Eisenhower</i>	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

### SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Submarine by <i>Edward L. Beach</i>	
The Last Patrol by <i>Harry Holmes</i>	
Silent Victory - The U.S. Submarine War Against Japan by <i>Clay Blair JR</i>	
Rising Tide - The Untold Story of the Russian Submarines That Fought the Cold War by <i>Gary Weir and Walter J. Boyne</i>	
Gallant Lady - A Biography of the USS Archerfish by <i>Ken Henry and Don Keith</i>	



## Torpedoman's Mate Master Chief Petty Officer (Master)

**NAME:** \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
8COB - Chief of the Boat (COB) <sup>1</sup>	Newport, RI	A-570-4500	2 weeks	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) <sup>1</sup>	Newport, RI	A-570-4500	12 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser <sup>1</sup>	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### JOB DESCRIPTION

Chief of the Boat (COB) is the recommended assignment for those at sea. The COB is a senior enlisted Sailor on a submarine who assists and advises the Commanding Officer on matters regarding the good order and discipline of the crew. The COB is generally responsible for the day-to-day operations, the morale and the training of the boat's enlisted personnel.

#### RECOMMENDED BILLET ASSIGNMENTS

**SEA DUTY** onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton CT, Norfolk VA, Kings Bay GA, Bangor WA, San Diego CA, Pearl Harbor HI, and Agana Guam.

**SHORE DUTY** includes: Squadron, TYCOM, Maintenance Activity, or Submarine Learning Center

**OTHER ASSIGNMENTS:** COB/CMC, Joint Assignments, GWOT Support Assignments, Recruiter, RDC, DAPA, SARP, Career Counselor, 3MC.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Commanding Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Executive Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Department Head:	<input type="text"/>	Phone Number:	<input type="text"/>
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:   Approve  Disapprove

Transfer:  Separation:  Fleet Reserve Retirement Options:

Physical Fitness Test Failure:  Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:

Officer Candidate School:  Limited Duty Officer:  Chief Warrant Officer:

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>Shipwide</b>		
Chief of the Watch (COW)(except VA class)		
Duty Chief Petty Officer (DCPO)		
Diving Officer of the Watch (DOOW)		
Pilot/Co-Pilot (VA Class)		
<b>Department</b>		
Torpedo Room Support		
<b>In-Rate</b>		
Small Arms Individual/Team Leader		
Countermeasures/Pyrotechnics Individual/Team Leader		
TTL Team Member/Individual/Team Leader		
CLS Team Member/Individual/Team Leader		
Heavyweight Torpedo Team Member/Individual/Team Leader		
Quality Assurance / Safety Officer (QA/SO) - All ordnance types (Heavyweight Torpedo, TTL, CLS, Pyrotechnics, Countermeasures, Small Arms)		
<b>Other</b>		
3M 307 3M Coordinator		
Master Training Specialist (MTS)		
Command Duty Officer (Shore Duty)		
Chief of the Boat		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the TM-Torpedoman's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	International Fluid Power Society (IFPS)	Industrial Hydraulic Mechanic (IHM)	
E4	International Fluid Power Society (IFPS)	Mobile Hydraulic Mechanic (MHM)	
E6	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	

### Out of Rate Certifications and Licensure

**Academic Degrees** – You are now eligible for credentials towards an earned academic degree.

**Cross-Rated Sailors** – If you have cross-rated, you now are eligible for credentials related to your prior rating.

**Off-Duty or Command-Sponsored Training** – You are now eligible for credentials for documented training that fully prepares you for a credential.

**Navy Reservists** – You may now be eligible for funding of credentials related to your civilian occupation.

**Prior Other-Service Enlisted Occupation** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

**Collateral Duty/Out of Rate Assignments** - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

**Credentials Earned & Maintained Prior to Joining the Navy** - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the TM-Torpedoman's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Computer Operator	
	Counselor (Professional & Kindred)	
	Industrial Maintenance Mechanic	

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the TM-Torpedoman's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Administrative Services Managers
Bus and Truck Mechanics and Diesel Engine Specialists
Control and Valve Installers and Repairers, Except Mechanical Door
Electrical and Electronic Engineering Technologists and Technicians
Engine and Other Machine Assemblers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Gas Compressor and Gas Pumping Station Operators
General and Operations Managers
Hazardous Materials Removal Workers
Helpers--Installation, Maintenance, and Repair Workers
Hoist and Winch Operators
Industrial Engineering Technologists and Technicians
Industrial Machinery Mechanics
Inspectors, Testers, Sorters, Samplers, and Weighers
Maintenance Workers, Machinery
Mechanical Engineers
Mobile Heavy Equipment Mechanics, Except Engines
Occupational Health and Safety Technicians
Power Plant Operators
Pump Operators, Except Wellhead Pumps
Security Guards
Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
Stationary Engineers and Boiler Operators
Training and Development Managers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0871 - Naval Architecture Series
4749 - Maintenance Mechanic
4850 - Bearing Reconditioning
5306 - Air Conditioning Equipment Mechanic
5350 - Production Machinery Mechanic
5402 - Boiler Plant Operating
5415 - Air Conditioning Equipment Operating
5419 - Stationary-Engine Operating
9945 - Refrigeration Engineer
9958 - Evaporator-Utilityman
9963 - Fireman
9964 - Fireman-Watertender

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] <i>(verify account access)</i>	MNA [redacted] <i>(extend in current field)</i>	MNA [redacted] <i>(apply for billets)</i>	MNA [redacted] <i>(apply for billets)</i>	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.*

**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )

Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]

Overall Score [redacted] / [redacted]

List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]

List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

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**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

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**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV

**MCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy <sup>4</sup>	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

**MCPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

**MCPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders <sup>4</sup>	TWMS		1 hour	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**MCPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): [https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**MCPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_06030	20 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_06033	13 hours	

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power by <i>Admiral James Stavridis</i>	
Toward a New Maritime Strategy by <i>Peter D. Haynes</i>	
The Rules Of The Game by <i>Andrew Gordon</i>	
Sea Power by <i>Geoffrey Till</i>	
Red Star Over The Pacific by <i>Toshi Yoshihara and James R. Holmes</i>	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy by <i>Condoleezza Rice</i>	
A World in Disarray by <i>Richard Haass</i>	
Our Robots, Ourselves by <i>David A. Mindell</i>	
On Writing Well by <i>William Zinsser</i>	
The Innovator's Dilemma by <i>Clayton M. Christensen</i>	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral by <i>James Stavridis</i>	
Team of Teams by <i>Stanley McChrystal</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
Leadership on the Line by <i>Ronald A Heifetz and Marty Linsky</i>	
A Vietnam Experience by <i>James Stockdale</i>	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas by <i>James Stavridis</i>	
The Accidental Superpower by <i>Peter Zeihan</i>	
Asia's Cauldron by <i>Robert D. Kaplan</i>	
World Order by <i>Henry Kissinger</i>	
At Ease by <i>Dwight Eisenhower</i>	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

### MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Submarine by <i>Edward L. Beach</i>	
The Last Patrol by <i>Harry Holmes</i>	
Silent Victory - The U.S. Submarine War Against Japan by <i>Clay Blair JR</i>	
Rising Tide - The Untold Story of the Russian Submarines That Fought the Cold War by <i>Gary Weir and Walter J. Boyne</i>	
Gallant Lady - A Biography of the USS Archerfish by <i>Ken Henry and Don Keith</i>	



## ALL PAYGRADES VOLUNTARY EDUCATION



**Note:** Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>

### How do I get started?

You already have. All your training up to this point is part of your Torpedoman's Mate Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

### RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR TM

Recommended Associates' degrees for the Fireman
Power Plant Technology
Industrial Management Technology
Quality Control and Safety
General and Liberal Studies
Management

### RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR TM

Recommended Bachelors/Masters degrees for the Fireman
Power Plant Technology
Industrial Management Technology
Quality Control and Safety
General and Liberal Studies
Management

## GENERAL INFORMATION ON VOLUNTARY EDUCATION

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### The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

### Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

### Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

### The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

### Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

### College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

### College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

## SAMPLE DEGREE PLAN

**MECHANIC AND MAINTENANCE: MECHANICAL TECHNOLOGY  
ASSOCIATE IN APPLIED SCIENCE DEGREE- Thomas Edison State College  
(Total 60 Semester Hours Minimum)**

WHAT IS REQUIRED? Degree Requirements		WHAT YOU HAVE Navy credit awarded by: Thomas Edison State College							
CURRICULUM DEGREE REQUIREMENTS	Credit Hours Required		E3	E4	E5	E6	E7	E8	E9
<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>21</b>	ACE RECOMMENDED CREDIT							
<a href="#">English Composition</a>	6	Total ACE recommended hours	13	24	29	39	45	48	52
<a href="#">Humanities</a>	3								
<a href="#">Social Science</a>	3	THOMAS EDISON CREDIT RECOMMENDATION							
<a href="#">Mathematics</a>	3								
<a href="#">General Education Electives</a>	6								
<b>MAJOR AREA OF STUDY</b>	<b>21</b>								
<b>FREE ELECTIVES</b> (Courses of your choice)	<b>18</b>	Excess Military Credits may be applied to Free Electives							
<b>TOTAL REQUIRED HOURS</b>	<b>60</b>	<b>TOTAL HOURS APPLIED TO DEGREE</b>	<b>15</b>	<b>25</b>	<b>32</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>

**BACHELOR OF ARTS APPLIED SCIENCE**  
**(Total 128 Semester Hours Minimum)**

**University of the Incarnate Word**

Degree Program : Bachelor of Arts Applied Science			ACE RECOMMENDED CREDIT						
			E3	E4	E5	E6	E7	E8	E9
Navy MOS: Machinist 's Mate (MM)		Initial Skills	8	8	8	8	8	8	8
<b>CURRICULUM DEGREE REQUIREMENTS</b>	<b>Credit Hours Required</b>	<b>Rating Credit</b>	<b>11</b>	<b>16</b>	<b>26</b>	<b>32</b>	<b>35</b>	<b>39</b>	<b>39</b>
GENERAL EDUCATION REQUIREMENTS	55								
English Composition	6								
World Literature	3								
Computer Literacy	3		3	3	3	3	3	3	3
Fine Arts	3								
History	3								
Foreign Language	6								
College Algebra	3								
Introduction to Philosophy	3								
Religion	3								
Religion/Philosophy	3								
Social Science	3								
Natural Science with Lab	4		4	4	4	4	4	4	4
Dimensions of Wellness	3								
General Education Elective	3								
General Education Elective	3								
General Education Elective	3								
Professional Core	30								
BLAW 3317 Business Law	3								
BMKT 3331 Principles of Marketing	3								
BMGT 3340 Management Theory and Practice	3				3	3	3	3	
BMGT 3354 Human Resource Management	3								
BMGT 4355 Organizational Behavior	3								
HRES 3350 Staffing	3								
ORGD 3340 Organizational Development	3								
ORGD 3360 Teambuilding in Organizations	3								
ORGD 4350 Leadership in Organizations	3								
PHIL 3333 Applied Ethics	3								
<b>Primary Module</b>	<b>18-30</b>								
Occupational / Technical			30	30	30	30	30	30	30
<b>Free Electives</b>	<b>13-25</b>								
Elective Course							3	3	3
Elective Course							3	3	3
Elective Course							3	3	3
Elective Course							3	3	3
Elective Course							1	1	1
<b>TOTAL REQUIRED HOURS</b>	<b>128</b>	Total credits applied to Degree	<b>37</b>	<b>37</b>	<b>37</b>	<b>40</b>	<b>53</b>	<b>53</b>	<b>53</b>

## REFERENCES

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### Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

### Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

### Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

### Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

## Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

## Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

## Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

## Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2